

CIA INTERNAL

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7 February 1961

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MEMORANDUM FOR THE RECORD

SUBJECT: Mail and Courier Operation

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2. Those present agreed that:

a. Any major changes in the organization or operation of the Mail and Courier service should be deferred until after the move to the new building has been effected

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d. It would be desirable to make one individual in the Office of Security responsible for regular inspection of the courier operations.

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e. Agency-wide mail, courier, and registry operations constitute a fruitful area for a thorough study after the up-coming physical moves have been effected. (It was suggested that a team, reflecting the interests represented at this meeting, might be effectively used for such a study.)

f. Any further Management Staff effort prior to the move, should be focused on planning for the mail and courier operation once the move has been accomplished.



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(Prep 5 Jan 61: )

Distribution:

